



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT
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V I R G I N I A

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DEC 18 2002

Amendment No. 4

SUBJECT: Furniture, Systems, Freestanding Furniture, Seating, Filing Equipment, and Related Services

CONTRACTOR

Steelcase, Inc.
901 44th Street, S.E.
Grand Rapids, MI 49508

VENDOR CODE

B380819050 01

CONTRACT NO.

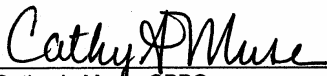
RQ01-411313-16E

Contract RQ01-411313-16E is amended to clarify the following contract terms and conditions: (Ref. Steelcase's letter dated September 16, 2002)

- Under Attachment A, General Conditions and Instructions to Bidders, Items 50 and 52 cover shipping terms for the contract. Item 50 states that "All materials shipped to the County must be shipped F.O.B. Destination unless otherwise stated in the contract or purchase order."
- Steelcase's standard commercial shipment terms are limited to deliveries in the Continental United States and usually include the statement, "Shipments destined for Alaska or Hawaii will be quoted upon request", when it is anticipated that the contract will include deliveries outside the Continental U.S. The following F.O.B. Destination Terms as follows apply effective the date of this amendment:

All shipments for the Continental United States will be F.O.B. destination, with freight prepaid by Steelcase. Shipments outside of the Continental United States are prepaid to Point of Embarkation. All freight and handling charges beyond Point of Embarkation are the responsibility of the local government purchasing facility. Shipments destined for Hawaii or Alaska will be quoted upon request. Steelcase reserves the right to specify the type of transportation and routing to be employed.

All other terms and conditions remain the same.



Cathy A. Muse, CPPO
Director/County Purchasing Agent

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DISTRIBUTION:

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Contractor(s)
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